

### **Contractor Registration Renewal**

**Renewal:** A contractor may renew a registration, without penalty, any time during the 60-day period preceding the expiration date. Licenses can be renewed for up to three years at a cost of **\$125** per year.

- Renewal applications, or corrected documents requested by City Staff, submitted within 30 days after the expiration date of the existing registration license will be assessed a **\$75** late fee.
- A Contractor Registration License not renewed within 30 days after the expiration date will require a reactivation fee of **\$125.00** a year. In addition, a **\$125.00** registration fee shall be due (minimum of one year renewal).
- An OCILB contractor registration shall also include applicable prorated fees of **\$10.42** for each month remaining until the expiration date coincides with their State license expiration date.

The following information is needed for Contractor Registration Renewal:

☐ **Certificate of Liability Insurance:**

- Written by an insurance company licensed to do business in the State of Ohio with the limits of liability no less than one hundred thousand dollars (\$100,000) for damages to a single person, and three hundred thousand dollars (\$300,000) for one (1) occurrence.

☐ **Registration Fee:**

- The registration fee is \$125.00.
- Payment may be made in person or by mail to:

**Business Development and Permit Center  
Contractor Registration  
3300 Central Parkway  
Cincinnati, OH 45225**

- Checks should be made payable to the "City of Cincinnati".